

TO: Administrators of Assisted Living Residences and
Comprehensive Personal Care Homes

FROM: Frances M. Costa
Program Manager
Long Term Care Licensing

DATE: October 24, 2002

SUBJECT: Resident Profile Report

On June 25, 2002 we suspended collection of assisted living data using the Resident Profile Report, due to technical difficulties (e.g., ambiguity between the instructions and the survey forms). At that time, we also removed the electronic version of the survey forms (LCS-7) from the Department's web site. Enclosed please find a revised version of the survey forms, along with revised instructions. These revised documents are now available on the web at the following location:

<http://www.state.nj.us/health/ltc/formspub.htm>

Please complete the Resident Profile Report and submit it by December 31, 2002 to:

Department of Health and Senior Services
Long Term Care Licensing Program
Division of Long Term Care Systems
P.O. Box 367
Trenton, New Jersey 08625-0367
Attn: Andrew Benesch

Thank you for your patience and cooperation with our need to revise these survey forms and instructions once they had been released. We anticipate that the process will flow much more smoothly in future years. If you have any questions, you may contact Mr. Andrew Benesch, Health Data Specialist I, at (609) 633-9042. We appreciate your assistance with this worthwhile endeavor.

Sincerely,

c: Elinor Fritz
Barbara Goldman

Frances M. Costa
Program Manager
Long Term Care Licensing